



BUILDING HOURS AND VISITOR GUIDELINES 2023-2024 SCHOOL YEAR

BUILDING HOURS

- Building Opens:
 - Main Office 8:30 AM - 4:30 PM
 - YCare Drop Off - 7:00-9:15 AM Cafeteria Door (DOOR 2)
 - Breakfast served in the cafeteria from 9:00-9:25 (DOOR 2)
 - Lower School Parent Drop Off - 9:15-9:30 AM
 - Lower School entrance next to the LS office (DOOR 20)
 - Lower School students arriving before 9:15 must go to YCare.
 - Middle & Upper School Students - main entrance (DOOR 1) - 7:30-9:30 AM
 - Middle School Students - must remain in Atrium until 9:15 AM
 - Upper School Students - may remain in Atrium or proceed to Upper School
 - Bus Drop Off - 9:00-9:30 AM (LS - DOOR 20) (MS & US - DOOR 1)
 - Students cannot enter through DOOR 6 (Athletic hallway entrance)
- All building doors will be locked at 9:30 AM
 - Visitors access the building through the main entrance (DOOR 1).
- Building will be open from 4:00-4:30 PM. Building closes at 4:30 PM except for scheduled activities including:
 - YCare
 - Athletics
 - Activities
 - Scheduled Meetings

MORNING ENTRANCE DOORS

- Lower School access through the LS entrance next to the LS office (DOOR 20)
- Middle School access through the main entrance (DOOR 1)
- Upper School access through the main entrance (DOOR 1).

VISITORS POLICY

- ALL Visitor appointments must be pre-scheduled with appropriate staff.
- No parents or siblings may walk kids to their classrooms. Kindergarteners will be escorted by school staff. All other ages can walk themselves to their rooms.
- Non-scheduled visits are not allowed (e.g., no visits during lunch, etc.).
- Volunteer opportunities may be available based on programming.

ITEM DROP OFF

To drop off student items essential for their day at St. Croix Prep, follow directions posted at the Main Entrance door buzzer.

- Musical instruments and uniforms may be dropped off in the Main Office.

- All other items (e.g. homework) must be labeled with student name and homeroom teacher (K-4) or name and grade (5-12) and placed on the cart located near the door buzzer.
- Items on cart that are not properly labeled will not be delivered. Undeliverable items will be recycled or discarded after 24 hours. The school cannot guarantee an item will be delivered by a certain time. Items will be delivered as staff and student schedules permit.
- No food, beverage, or water bottle drop offs allowed.

Note: St. Croix Prep is not responsible for lost/stolen items.